Top 10 Security Tips

- 1. Use "anti-virus software" and keep it up to date.
- 2. Don't open emails or attachments from unknown sources.
- 3. Protect your computer from Internet intruders use "firewalls."
- 4. Regularly download security updates and "patches" for operating systems and other software.
- 5. Use hard-to-guess passwords. Mix upper case, lower case, numbers, or other characters not easy to find in the dictionary, and make sure your password is at least eight characters long.
- 6. Back-up your computer data on disks or CDs regularly.
- 7. Don't share access to your computer with strangers. Learn about file sharing risks.
- 8. Disconnect from the internet when not in use.
- 9. Check your security on a regular basis.
- 10. Make sure your family members and/or employees know what to do if your computer becomes infected.

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